



Membership Policy

The Advisory Board will be made up of agency representatives from Lassen County and relevant stakeholders that will include a broad representation of key stakeholder groups found within the county. Each Agency, Department or Division is allowed one Voting Member on the Advisory Board. Advisory Board members must adhere to the guidelines and responsibilities as outlined in the NorCal CoC Governance Charter. Advisory Board participation is mandatory for agencies receiving CoC funding. Designation of Officers such as a chair, vice-chair and secretary, can be made by nomination and appointed by majority vote.

Advisory Board membership responsibilities include providing input, expertise, and recommendations to the Board regarding all matters relating to CoC responsibilities, policies, and procedures.

There are two (2) types of members: voting members and participants.

- a. Voting Member is an Officer and must attend regularly scheduled Advisory Board meetings and shall have the authority to one vote on all action items. Designation of Officers such as a Chair, Vice-Chair, and Secretary, can be made by nomination and appointed by a majority vote of the Voting Members.
- b. A Participant may participate in Advisory Board meeting discussions but do not have the authority to vote on any action items. There are no meeting attendance requirements for Participants.

Both member types must complete a membership application. Each Advisory Board will be made up of a minimum of 3 Voting Members and a maximum of 10 Voting Members. The membership policy, and membership participation should be reviewed annually.

The Advisory Board Secretary will be responsible for maintaining records of all membership applications, and a roster of both participants and Voting Members.

If a Voting Member is aware that they will be unable to attend regularly scheduled Advisory Board meeting they are responsible for notifying the Advisory Board Chair, Vice Chair, or Secretary in advance.

This will ensure that quorum will be met. Voting Members may send an alternate in their place from their agency.

Advisory Voting Members and Participants may be removed for good cause upon agreement of a two-thirds majority of Voting Members present at an Advisory Board meeting. Good cause may include but not limited to the following conduct:

1. Accumulating two (2) consecutive absences without contacting the Advisory Board Chair, Vice Chair, or Secretary ("unexcused ").
2. Refusing to participate in Advisory Board functions and responsibilities.
3. Speaking on behalf of the CoC unless authorized to do so.

In all cases, before removal shall be implemented, the Advisory Board member subject to removal shall:

1. Receive written notice from the Advisory Board Chair and/or Vice-Chair, at least fifteen (15) days prior to the date of discussion, stating the grounds for removal including dates, times, and places that may be applicable.
2. Receive an opportunity to be heard by the Advisory Board Voting Members and Participant prior to a majority vote by the Voting Members on the removal issue.